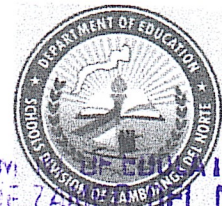


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM NO. 033S. 2018

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
DIPOLONG CITY 7100

RELEASED

SEP 06-2018


TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY/SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: PREPARATION AND SUBMISSION OF THE SCHOOL MASTER CLASS
PROGRAM AND TEACHERS' CLASS PROGRAM

DATE : SEPTEMBER 5, 2018

1. To ensure the effective delivery of educational services in all schools of this division, the Schools Division of Zamboanga del Norte through the Curriculum Implementation Division hereby directs all schools to submit to this office the individual School Master Class Program together with the Teachers' Individual Class Program.
2. Furthermore, it is highly recommended that all schools shall follow the recommended arrangement of all learning areas to be found in all grade levels at a given period of time. This will serve the purpose in any event of simultaneous classroom observation that no learning area is left behind in the provision of technical assistance during the specific period. Supervised recess is highly encouraged for Kindergarten to Grade 3 classes by the respective classroom advisers while the higher grades are still under the existing policy of the school.
3. To fast track the checking of the said programs, all Public Schools District Supervisors are hereby directed to create a district committee to review all the School Master Class Program and Teachers' Individual Class Program before submission to this office. Hence, all PSDSs shall be a signatory who reviewed the documents prepared by the School Heads and to be recommended by the Chief of the Curriculum Implementation Division for approval by the Schools Division Superintendent.
4. Submission of these documents shall be done each year before the opening of classes.
5. This policy is for strict compliance and shall take effect immediately.
6. Immediate dissemination of this memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent